

SEP 11 1953

MEMORANDUM FOR: Chief of Operations, DD/P

SUBJECT: Establishment of Selected Staff Agent data on  
IBM Punch-card Records

1. Recent discussion with Mr. [REDACTED], Chairman of the Insurance Task Force, has brought out the fact that certain selected information about Staff Agents, controlled by the DD/P, must be readily available to the Chairman of the Insurance Task Force on short notice.

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2. In order to provide a ready means for quickly compiling and evaluating these data, the Chairman of the Insurance Task Force and members of the Personnel Office believe that selected data concerning Staff Agents should be recorded and maintained on a current basis on IBM punch-card records. This is especially necessary in order to be able to incorporate these data securely into the computations, combinations and comparisons that will be undertaken in October when statistical analysis of CIA's Insurance problem will commence.

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3. It is my understanding that [REDACTED] has discussed this with you and that you have concurred in this project, providing the following controls and security measures are established and maintained:

a. Only the following items of information will be recorded on IBM punch-card records.

- (1) Pseudonym
- (2) Sex
- (3) Date of Birth
- (4) Grade and Salary
- (5) Organizational Assignment (I/O and/or Project Cryptonym)
- (6) Station/Country (by code)

b. That the IBM cards reflecting the information indicated in paragraph 3.a. above will be locked in a combination safe which is in the custody of a designated member of the Personnel Office, and his alternate, except when they are in actual use by the Machine Records Unit of the Office of General Services, under supervision by one of the preceding designees.

c. That these two designated persons will not release rosters or other information from this deck of punch-cards to anyone without the prior approval of the Chief of Operations or his designee.

d. That the station/country data will be coded so that it can be interpreted in terms of actual location only by the two persons designated.

4. If this Project and the contents specified in paragraph 3 above meet with your approval, I designate [redacted], Chief of the Research Branch, PHDS, and [redacted], Chief, Reports Section, PHDS, as the persons to carry out the project. These persons already have access to certain Staff Agent data since they are now responsible for personnel strength statistics of CIA. They are familiar with both the need for and the methods of safeguarding Staff Agent data.

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GEORGE E. MELOAN  
Personnel Director

Recommended:

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Chairman, Insurance Task Force

Approved:

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Chief of Operations, DD/P

Noted:

[redacted]  
Chief, General Services

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Distribution:

Orig & 1 - Addressee

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GENERAL SERVICES

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by memo  
of 10/6/53.